DOCUMENT RESUME

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ABSTRACT

This first of fifteen sets of Adult Competency Education (ACE) Based Job Descriptions in the ACE kit contains job descriptions for Child Care Attendent, Guard, and Medical Assistant. Each begins with a fact sheet that includes this information: occupational title, D.O.T. code, ACE number, career ladder, D.O.T. general educational developmental level, site(s) at which job can be observed, job requirements, and job description (D.O.T.). The following pages list twenty to forty competencies (specific math and communicative activities) needed to function successfully in the occupation. Each competency is presented as (1) exact skill found to have been essential to the job during an on-site employee interview, (2) measurable instructional objective defining the skill (performance criterion, not job related), and (3) specific tasks with which to test a student's ability at the skill (the job-related performance criterion). (Instructional objectives match those in the ACE Taxonomy as indicated by a code identifying unit, item, and specific objective.) Skills that are prerequisite to the competencies are noted. (Additional job descriptions, kit manuals, and the project final report are also available in ERIC--see Note.) (YLB)

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a project of the career preparation centers

Adult Competency Education kit

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

PART D

ACE COMPETENCY BASED JOB DESCRIPTIONS:

2 - Child Care Attendent
4 - Guard
8 - Medical Assistant

BASIC SKILLS IN SPEAKING, MATH, AND READING FOR EMPLOYMENT

Products and Processes
Developed by the
Adult Competency Education Project
Director, Joe Cooney

CE 016 822

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NOTE

JOB DESCRIPTION NUMBERS. ACE investigated 100 jobs and developed 68 of them into Competency Based Job Descriptions. The above 68 are numbered according to the original listing. The gaps are in the numbering only. This is a complete list of the ACE Competency Based Job Descriptions.

A.C.E. COMPETENCY BASED JOB DESCRIPTION 2

OCCUPATIONAL TITLE: CHILD DAY CARE CENTER WORKER FACT SHEET

COMPETENCY-BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: CHILD DAY CARE CENTER WORKER

DOT CODE: 359.677-018

ACE NUMBER: 2

CAREER LADDER:

FIRST LEVEL - Child Day Care Center Wroker

SECOND LEVEL - Teacher

THIRD LEVEL - Center Supervisor

DOT GENERAL EDUCATIONAL DEVELOPMENT LEVEL: 3

JOB CAN BE OBSERVED AT SUCH SITES AS:

Lawrence Childhood Center
225 South Fremont Street
San Mateo CA 94401

The activity which is the subject of this report was supported in whole or in part by the U.S.Office of Education; Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S.Office of Education, and no official endorsement by the U.S.Office of Education should be inferred.

The Adult Competency Education Project
SAN MATEO COUNTY OFFICE OF EDUCATION
609 Price Ave., Redwood City CA 94063
(415) 364-5600 Ext. 2630

Number of annual jobs in San Mateo County: 50. This number is based on the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

Job Requirements: Job application, interview.

JOB DESCRIPTION (DOT): Organizes and leads activities of prekindergarten children in nursery schools or in playrooms operated for patrons of theaters, department stores, hotels, and similar organizations. Helps children remove outer garments. Organizes and participates in games; reads to children and teaches them simple painting, drawing, handwork, songs and similar activities. Directs children in eating, resting, and toileting. Helps children develop habits of caring for own clothing and picking up and putting away toys and books. Maintains discipline. May serve meals and refreshments to children and regulate rest periods. May assist in such tasks as preparing foods and cleaning quarters.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

CHILD DAY CARE CENTER WORKER

On the following pages are listed, first in general terms and then in specific competencies, the math and communication activities a person must typically be able to carry out in order to function successfully as a Child Day Care Center Worker.

The right-hand column lists the exact competencies found to have been essential to the job during our on-site employee interview. This column also notes the skills that are prerequisites to those competencies.

The middle column* states the skill in more general language. The controlled language of this column permits comparison of skills between occupations.

* The items in the middle column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Walter J. Kawula and Arthur De W. Smith in Generic Skills Handbook of Occupational Information (Prince Albert, Saskatchewan: Training Research and Development Station, 1975).

1A.1 Prerequisite to 1A.5 Given a series of numbers in numeral form (e.g., 10, 20, 30) be able to copy that series in handwritten form with 100% accuracy.

1A.2 Prerequisite to 1A.5 Identify place value of digits in a given whole number consisting of up to seven digits.

1A.4 Prerequisite to 1A.5 Write a whole number less than 10 million, given the word name of the number.

1A.5 A CHILD DAY CARE CENTER WORKER must be able to help children learn to count and to write numbers.

To accomplish this task, the student must be able to count a set of up to 100 objects and state or write the number of objects counted.

To demonstrate the ability to perform this task, the student will count accurately a stack of papers and write the number of papers in the stack on a separate piece of paper.

1B.1 Prerequisite to 1B.5 Perform addition of whole numbers, given such problems as:

8 + 5 = _____
What is the total of 8 and 5?
8 plus 5 is _____.
Find the sum of 8 and 5.

Add 8 and 5.

$$\begin{array}{r} 8 \\ +5 \\ \hline \end{array}$$

1B.2 Prerequisite to 1B.5 Find the sum of a set of whole numbers, each consisting of up to five digits, including cases in which carrying is required.

1B.3 Prerequisite to 1B.5 Perform subtraction of whole numbers, given such problems as:

8 - 5 = _____
Subtract 5 from 8.
Find the difference of 8 and 5.

If you had 8 and gave away 5, you would have _____.

$$\begin{array}{r} 8 \\ -5 \\ \hline \end{array}$$

1B.4 Prerequisite to 1B.5 Find the difference of two numbers, each consisting of up to five digits, including cases in which borrowing is required.

1B.5 A CHILD DAY CARE CENTER WORKER must be able to determine how many children will be in a class under various circumstances.

To accomplish this task the student must be able to solve a routine word problem using subtraction and/or addition of whole numbers.

To demonstrate the ability to perform this task, the student will solve the following two word problems:

1. If my class consists of 8 children and 7 more children come in, how many children are there in all?

2. If there are 23 children in my class and 4 of them go home, how many children are left in the class?

1C.1 Prerequisite to 1C.5 Perform multiplication of whole numbers, given such problems as:

6 x 2 = _____
6 times 2 is _____.
The product of 6 and 2 is _____.

Three two's are _____.

$$\begin{array}{r} 6 \\ \times 2 \\ \hline \end{array}$$

1C.2 Prerequisite to 1C.5 Find the product of a given pair of whole numbers of which one number contains up to five digits and the other number up to three digits.

1C.3 Prerequisite to 1C.5 Perform division of two simple whole numbers (no remainder), given such problems as:

6 ÷ 2 = _____
6 divided by 2 is _____.
The quotient of 6 divided by 2 is _____.

$2\overline{)6}$ = _____

2 goes into 6 _____ times.

$$\frac{6}{2}$$

1C.4 Prerequisite to 1C.5 Find quotients of dividends consisting of up to five digits and divisors consisting of up to three digits.

1C.5 A CHILD DAY CARE CENTER WORKER must be able to determine the number of items needed for an activity and how to distribute them evenly among the children.

To accomplish this task, the student must be able to solve routine word problems using multiplication and/or division of whole numbers.

To demonstrate the ability to perform this task, the student will solve the following two word problems:

1. If there are 8 children in my class and each child needs 3 crayons, how many crayons are needed?

2. If there are 20 children in my class and I have 60 balloons, how many balloons can I give to each child?

1D.1 A CHILD DAY CARE CENTER WORKER must be able to count children and supplies and divide or multiply to determine needs.

To accomplish this task, the student must be able to use addition, subtraction, multiplication, or division, as appropriate, in the solution of word problems involving a combination of two or more functions with whole numbers.

To demonstrate the ability to perform this task, the student will solve three problems such as:

If I have 4 children in each of 6 groups and I have 49 crayons, how many crayons will there be for each child? How many crayons left over?

11A.1 A CHILD DAY CARE CENTER WORKER must be able to identify articles by shape for the children.

To accomplish this task, the student must be able to identify rectangles, squares, triangles, circles, rectangular solids, cubes, pyramids, cones, cylinders, and spheres from a set of objects or pictures of objects.

To demonstrate the ability to perform this task, the student will correctly identify the shapes of ten objects selected by the instructor.

11A.3 Prerequisite to 11C.3 Identify rectangles, squares, triangles, circles, rectangular solids, cubes, and cylinders, given their definitions or characteristics.

11B.1 Prerequisite to 11C.3 Identify 30^{o}, 45^{o}, 60^{o}, and 90^{o} angles from a set of such angles, without the aid of a protractor.

11C.2 Prerequisite to 11C.3 Sketch angles correct to within 15^{o}.

11C.3 A CHILD DAY CARE CENTER WORKER must be able to make simple drawings for the children.

To accomplish this task, the student must be able to draw or sketch (not to scale) squares, rectangles, triangles, circles, cubes, rectangular solids, cylinders, cones, and pyramids.

To demonstrate the ability to perform this task, the student will draw a triangle, square, rectangle, cone and cylinder on a sheet of paper.

13A.1 Prerequisite to 13A.2 Given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.

13A.2 A CHILD DAY CARE CENTER WORKER must be able to read each letter of the alphabet and demonstrate this ability to small children.

To accomplish this task, the student must be able to read each letter correctly in the proper alphabetical order when given the letters of the alphabet in manuscript form and in random order.

To demonstrate the ability to perform this task, the student will look at letters of the alphabet printed in random order and read them aloud in alphabetical order for the instructor.

15A.1 Prerequisite to 15A.3 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 Prerequisite to 15A.3 Read words from the labels of frequently used products or of products used in a given occupation.

15A.3 A CHILD DAY CARE CENTER WORKER must be able to converse with parents and coworkers.

To accomplish this task, the student must be able to read and use in an oral sentence words from a list of words common to the vocabulary of the occupation.

To demonstrate the ability to perform this task, the student will match the following words with their definitions and then correctly use each word in an oral sentence.

A. day care	1. express in spoken words
B. behavior	2. easily excited
C. verbalize	3. treatment to improve a condition
D. environment	4. power of persons or things to act on others; to have power over
E. interact	5. skill in using the hands or mind
F. emotional	6. way of acting
G. influence	7. school for children under the age of five; designed primarily to encourage social development
H. dexterity	8. care provided for a preschool child while the parent works during the day
I. preschool	9. preparation class for five-year-olds
J. kindergarten	10. act on each other
K. appropriate	11. suitable, proper
L. aptitude	12. a natural ability
M. therapy	13. surrounding things, conditions, or influences

KEY: A-8, B-6, C-1, D-13, E-10, F-2, G-4, H-5, I-7, J-9, K-11, L-12, M-3

15B.1 A CHILD DAY CARE CENTER WORKER must be able to read functional signs related to work, safety, and direction.

To accomplish this task, the student must be able to read aloud and explain a series of common functional signs (e.g., safety signs, road signs, etc.).

To demonstrate the ability to perform this task, the student will correctly read the following:

Poison

EXIT

In case of emergency call Mrs. West at: 555-9872

EMERGENCY NUMBERS
Police: 555-1234
Fire: 555-5678
Paramedics: 555-3456

16A.1 Prerequisite to 16A.4 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

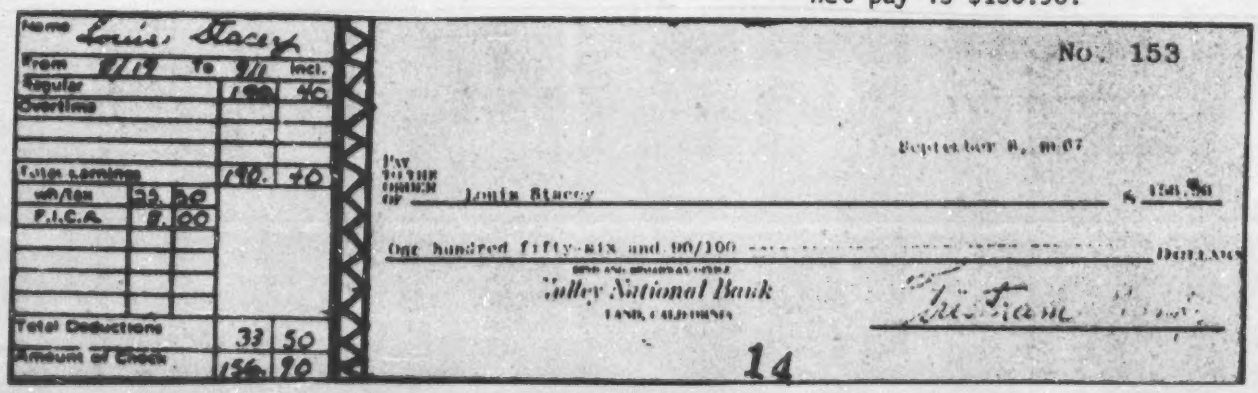
16A.2 Prerequisite to 16A.4 Interpret terminology and abbreviations frequently found in forms.

16A.3 Prerequisite to 16A.4 Identify various kinds of forms by stating the kind of information to be recorded.

16A.4 A CHILD DAY CARE CENTER WORKER receives and must be able to read a paycheck and the information on its stub.

To accomplish this task, the student must be able to, given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims, and purchase orders, answer factual questions based on the data on the forms.

To demonstrate the ability to perform this task, the student will read the check below and explain to the instructor that the gross pay is $190.40, the federal income tax withheld is $25.50, the Social Security withheld is $8.00, and the net pay is $156.90.



16C.1 A CHILD DAY CARE CENTER WORKER must be able to read memos and notes regarding children and parents.

To accomplish this task, the student must be able to, given notes, letters or memos, identify:

a) the author,
b) the recipient, and
c) the activities required of the recipient;

and answer factual and interpretative questions from the contents.

To demonstrate the ability to perform this task, the student will read below and determine that Parents' Night begins at 7:30 P.M.

TO: Parents
FROM: Ms. Cay Jones
RE: Parents' Night
Please park in the south lot and use the south entrance for Parents' Night. Parents' Night activities will begin in your child's classroom promptly at 7:30 P.M.

16D.1 Prerequisite to 16D.5 Identify a manual as a handbook of instructions and/or information related to one topic, and give an example of a manual.

16D.2 Prerequisite to 16D.5 Identify the particular kind of information or directions included in a given manual, using the title, table of contents, and/or index as guide.

16D.3 Prerequisite to 16D.5 Identify the parts of a given manual that apply to a tiven situation, using the table of contents and/or index as guide.

16D.4 Prerequisite to 16D.5 Given a typical parts manual, be able to locate a particular part and answer factual questions about its description (e.g., price, code number, vendor, etc.).

16D.5 A CHILD DAY CARE CENTER WORKER must be able to read and understand program description booklets and be able to apply the information to a given situation.

To accomplish this task, the student must be able to apply instructions or information from a given manual to a particular situation given an oral description of a problem that can be solved using information from the manual.

To demonstrate the ability to perform this task, the student will read the following information on absences and then answer the oral question, "I had to keep John home four days last week because he was sick. Do I have to pay for those days?"

Absences

Excused: When a child has three or more days of excused absence (e.g., for illness) in any given week, that child will be given credit for the days absent and the fee will be charged only for the days present.

Unexcused: Parents will pay the usual fee for any day on which a child has an unexcused absence.

17A.1 Prerequisite to 19A.7 Select appropriate titles for paragraphs, given a list of titles.

17A.3 Prerequisite to 19A.7 Identify orally the main idea in a given paragraph.

17A.5 Prerequisite to 25A.5 Answer "What," "who," "when," and "where" questions using factual information from an article.

19A.4 Prerequisite to 19A.7 Identify the main idea from a given speech that has just one main idea.

19A.6 Prerequisite to 19A.7 Identify the main outcome expected from spoken directions.

19A.7 A CHILD DAY CARE CENTER WORKER must be able to take specific orders, general instructions and also make independent judgments about the appropriateness of an activity.

To accomplish this task, the student must be able to state the main idea contained in a spoken statement of several sentences.

To demonstrate the ability to perform this task, the student will listen to the instructor read the following and determine that the school nurse is the only person who can give the children medication during school.

As a rule, no medication will be given at school. However if a parent has a doctor's written request and if the parent signs a release form, medication may be given. The school nurse is the only person who may give a child medication during school hours.

20A.1 A CHILD DAY CARE CENTER WORKER must be able to write each letter of the alphabet and demonstrate that ability to small children.

To accomplish this task, the student must be able to, given the letters of the alphabet in manuscript form and in random order, write or print the letters in correct order.

To demonstrate the ability to perform this task, the student will look at the letters of the alphabet written in random order and then write the alphabet in its correct order for the instructor.

21A.1 Prerequisite to 21A.3 Identify seconds, hours, days, months, years, decades, and centuries as units of time.

21A.2 Prerequisite to 21A.3 Given dates of the year, locate dates on a current calendar.

21A.3 A CHILD DAY CARE CENTER WORKER must be able to write the date on the attendance record.

To accomplish this task, the student must be able to, given a date (day, month, date, and year) orally, write the date using correct punctuation and capitalization.

To demonstrate the ability to perform this task, the student will first listen to the instructor say, "July 4, 1976," and then write that date correctly.

21A.4 Prerequisite to 21A.5 Given a standard clock, tell correct time to within fiveminutes of the actual time.

21A.5 A CHILD DAY CARE CENTER WORKER must be able to teach time to children.

To accomplish this task, the student must be able to given times of day, orally, write time:

a) 8:00 P.M.
b) eight o'clock
c) 8 o'clock

To demonstrate the ability to perform this task, the student will first listen to the instructor say, "ten o'clock in the morning," and then write 10:00 A.M.

21A.6 Prerequisite to 21A.5 Explain and use correctly the abbreviations A.M. and P.M.

22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write on forms phrases that are legible and convey the desired information.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write on forms complete sentences that are legible and convey the required information.

22B.2 A CHILD DAY CARE CENTER WORKER must be able to fill out a job application form.

To accomplish this task, the student must be able to complete in a legible manner a sample application form for employment.

To demonstrate the ability to perform this task, the student will fill out a copy of exhibit 2-A (pg.2-16) accurately and legibly.

22D.1 A CHILD DAY CARE CENTER WORKER must be able to write short notes to volunteers and supervisors regarding problems.

To accomplish this task, the student must be able to write short notes that convey information about appointments, telephone calls received, visitors, etc., and that supply the necessary data about who, when, where, what, why, and how.

To demonstrate the ability to perform this task, the student will first listen to the instructor read the message below and then write a legible memo that includes the who, what, where, and when information contained in the message.

"Hello. My name is Alice Jones and I need to speak to Mr. Murphy about a new dishwasher for the day care center. Please have him call me between 1:00 and 4:00 this afternoon. Thank you."

25A.1 Prerequisite to 25A.5 Repeat information that has been heard.

25A.2 Prerequisite to 25A.5 Describe orally, in a few short sentences, information about a given person, place, thing, or job performed.

25A.3 Prerequisite to 25A.5 Answer questions orally about material read (such as a note, memo, or letter).

25A.5 A CHILD DAY CARE CENTER WORKER must be able to give information and/or instructions to children.

To accomplish this task, the student must be able to organize and express directions in a logical sequence.

To demonstrate the ability to perform this task, the student will give the instructor step-by-step directions on how to remove a coat from the closet, put it on, and button it.

26B.1 A CHILD DAY CARE CENTER WORKER must be able to sort educational toys and equipment.

To accomplish this task, the student must be able to sort by given classification criteria when given objects to sort. The sorting should require a minimum of judgment. (To oversimplify, sorting apples by types, or tools by various generic classifications would be appropriate, but sorting apples by quality or lumber by grades is a rating skill.)

To demonstrate the ability to perform this task, the student will, given a box containing ten crayons and fifteen pencils, pick out all the pencils, leaving only crayons in the box.

2-A

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home ____ Business ____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workmen's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 **EDUCATIONAL RECORD**

Circle Highest Grade Completed: 6 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. **EMPLOYMENT INFORMATION** (Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer ____ From ____ mo. ____ year

Address ____ To ____ mo. ____ year

Supervisor's Name & Title ____ Phone ____ Total ____ years ____ months

Your Title ____ Full Time ☐ Part Time ☐

Duties ____ Last Salary ____

Reason for leaving ____

Employer ____ From ____ mo. ____ year

Address ____ To ____ mo. ____ year

Supervisor's Name & Title ____ Phone ____ Total ____ years ____ months

Your Title ____ Full Time ☐ Part Time ☐

Duties ____ Last Salary ____

14. **PERSONAL REFERENCES - GIVE THREE** (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

A.C.E. COMPETENCY BASED JOB DESCRIPTION 4

OCCUPATIONAL TITLE: GUARD

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: GUARD (Airline Security Representative)

D.O.T. CODE: 372.868 (4th Ed: 372.667-010)

A.C.E. NUMBER: 4

CAREER LADDER:

FIRST LEVEL: Guard

SECOND LEVEL: Backup Operator

THIRD LEVEL: Sergeant-Supervisor

FOURTH LEVEL: Captain

D.O.T.'s GENERAL EDUCATIONAL DEVELOPMENT LEVEL: 2

SITE WHERE THE JOB CAN BE OBSERVED:

The Wackenhut Corp.
849 Mitten Road
Burlingame, CA

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Number of annual jobs in San Mateo County: 170. This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

JOB DESCRIPTION (DOT): Stands guard or walks about premises of business or industrial establishments to prevent theft, violence, or infractions of rules, to direct patrons or employees, and to answer questions relative to services of establishment: Patrols assigned area or sits or stands at post to watch for suspicious persons and activities. Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles. Reports irregular activities or apprehends or expels miscreants. Keeps order to prevent disturbances. Answers questions and gives directions on request. May guard shipments of valuables between establishment and bank. May collect tickets or examine credentials at entrance. May be designated according to establishment as GUARD, MUSEUM, WATCHMAN: RACETRACK, or coin vault guard, or similar disignations.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

GUARD

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a guard.

The right-hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisites to those competencies.

The middle column *states the skill in more general language. The controlled language of this column permits comparison of skill between occupations.

*The items in the middle column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W.; and Smith, A. De W.; Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.1 Prerequisite to 1A.5 Given a series of numbers in numeral form (e.g.,10,20,30), be able to copy series in handwritten form with 100% accuracy.

1A.4 Prerequisite to 1A.5 Write a whole number less than 10 million given the word name of the number.

1A.5 A GUARD must be able to read and count baggage claim numbers on claim tickets quickly.

To accomplish this task, the student must be able to count a set of up to 100 objects and state or write the number of objects counted.

To demonstrate the ability to perform this task, the student will count accurately a stack of papers and write the number of papers counted.

6D.3 A GUARD must be able to estimate the size of each object to go through the screening machine to make sure it will fit through the machine. Bags or objects too large must be taken off the machine to avoid damage.

To accomplish this task, the student must be able to estimate the cubic measurement of a common object or space within 50% of the actual measurement. The common object or space to be reasonable size (small as a book to as large as a classroom) and be square or rectangular in configuration.

To demonstrate the ability to perform this task, the student will determine which pieces of furniture in an ACE room would fit through the smallest window in the room.

6F.3 A GUARD must be able to estimate the distance between each object on the screening machine to insure that each object is inspected separately.

To accomplish this task, the student must be able to estimate the length, width, height, or distance between objects, within 20% of actual measurement, in cases such as the following:

a. dimensions of a book, desk, room or building.
b. distances up to 200 yards.

To demonstrate the ability to perform this task, the student will determine that the distance between 2 books the instructor places on the floor is eight feet.

6G.7 A GUARD must be able to estimate the time it will take to get all passengers screened before boarding a flight and the number of guards needed to process the passengers in time.

To accomplish this task, the student must be able to estimate the duration of time actually required to perform routine functions, within 50% of the actual time.

To demonstrate the ability to perform this task, the student will estimate the time it takes to dress, make coffee, eat breakfast and travel to ACE.

15A.1 Prerequisite to 15A.3 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 Prerequisite to 15A.3 Read words from the labels of frequently used products used in a given occupation.

15A.3 A GUARD must be able to converse with customers and co-workers.

To accomplish this task, the student must be able to read words common to the vocabulary of a given occupation.

To demonstrate the ability to perform this task, the student will match the following with 90% accuracy:

A. alarm	1. of a hand, or done with the hands
B. regulations	2. a formal written order of work to be done
C. manual	3. to look at carefully
D. time card	4. any governing principle, plan
E. surveillance	5. rules or laws by which conduct is regulated
F. work order	6. a signal or sound, to warn of danger
G. observe	7. a system for testing whether persons have metal in their possessions or about their person
H. suspicious	8. tending to suspect evil
I. inspect	9. to notice or perceive
J. guideline	10. watch kept over a person
K. metal detector	11. a card on which time and hours worked are recorded

Key: A6, B5, C1, D11, E10, F2, G9, H8, I3, J4, K7.

16A.1 Prerequisite to 16A.4 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

16A.3 Prerequisite to 16A.4 Identify various kinds of forms by stating the kind of information to be recorded.

16A.4 A GUARD must be able to read a regular paycheck.

To accomplish this task, the student must be able to answer factual questions based on the data on the forms, when given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims and purchase orders.

To demonstrate the ability to perform this task, the student will refer to the paycheck below and determine from the check stub that Louis Stacey earned $190.40 gross wages, and that deductions were $25.50 for withholding tax and $8.00 for Social Security tax and that the net pay was $156.90.

Name Louis Stacey				
From 8/19		To 9/1		Incl.
Regular			190.	40
Overtime				
Total Earnings			190.	40
wh/tax	25.	50		
F.I.C.A.	8.	00		
Total Deductions			33.	50
Amount of Check			156.	90

No. 153

September 8, 19 67

PAY TO THE ORDER OF Louis Stacey $ 156.90

One hundred fifty-six and 90/100 ---------- DOLLAR

Valley National Bank
LAND, CALIFORNIA

Tristram Shandy

16C.1 A GUARD must be able to receive and write memos.

To accomplish this task, the student must be able to answer factual and interpretative questions from the contents when given notes, letters, or memos and be able to identify:

a. the author:
b. the recipient:
c. the activities required of the recipient.

To demonstrate the ability to perform this task, the student will refer to the memo below and determine that Doris White sent a memo to Mary Jones regarding delivery of punchcards.

INTEROFFICE MEMORANDUM

TO: M. Jones

SUBJECT: punch cards

FROM: D. White

DATE: June 20, 1976

Please deliver the B. S. Zales job, B112 Sales punch cards, to John Doe in accounting as soon as you have verified them today.

16D.1 Prerequisite to 16D.6 Identify a manual as a handbook of instructions and/or information related to one topic and give an example of a manual.

16D.2 Prerequisite to 16D.6 Identify the particular kind of information or directions included in a given manual, using the title, table of contents, and/or index as guide.

16D.6 A GUARD must be able to read company manuals for specific information.

To accomplish this task, the student must be able to answer factual questions based on the manual for items such as hours of work, rates of pay, vacation or other leave, grievances, promotion and discipline when given a typical company manual or union agreement containing administrative, policy, personal and financial rules and regulations.

To demonstrate the ability to perform this task, the student will refer to the paragraphs below and determine that inspection of baggage should detect knives with blades longer than four inches.

All carrier baggage must be inspected: there will be no exceptions. A passenger does, however, have the right to refuse having his carry-on baggage searched. If the passenger refuses to have his baggage inspected, contact an airline agent. The agent will inform the passenger that he may have his carry-on baggage checked with his other baggage. If the passenger refuses, he will be denied boarding.

The inspection of carry-on baggage should detect any dangerous weapons--illegal knives (switchblade knives with blades longer than 4"), guns, and explosives--that could be used to threaten the lives of the persons aboard the aircraft. All carry-on baggage should be inspected thoroughly, methodically, and neatly. It is possible to conduct a thorough search without ransacking a passenger's baggage--if the search is done properly.

19A.4 Prerequisite to 19A.15 Identify the main idea from a given speech which has just one main idea.

19A.5 Prerequisite to 19A.15 State the most important question which a speaker wants answered.

19A.6 Prerequisite to 19A.15 Identify the main outcome expected from spoken directions.

19A.10 Prerequisite to 19A.15 Answer "who," "what," "where," "when," and literal "why" questions based on spoken information.

19A.15 A GUARD must be able to recall instructions.

To accomplish this task, the student must be able to perform a series of two or three activities which require recall of oral instruction. (The activities to be within the abilities of the student--recall is the item to be demonstrated.

To demonstrate the ability to perform this task, the student will recall, after a 30-minute lapse of time, that the following should be reported.

1. fire or safety hazards;
2. gas or steam leaks;
3. water or liquid overflows;
4. power and lights left on unnecessarily;
5. theft, accident or property damage.

19C.3 Prerequisite to 19C.13 State what action you should take on the basis of a speaker's message and his tone of voice and manner.

19C.5 Prerequisite to 19C.13 State the purpose of a speaker's message.

19C.7 Prerequisite to 19C.13 Identify opinions in a selection which contains both facts and opinions.

19C.13 A GUARD must be able to perform activities based on recall.

To accomplish this task, the student must be able to perform a series of two or three activities which require recall of oral instructions and an interpretation and evaluation of how the instructions were to be fulfilled (the activities to be within the abilities of the student--recall, interpretation and evaluation are the items to be demonstrated.)

To demonstrate the ability to perform this task, the student will repeat the following oral instructions and tell the instructor how each would be carried out:

a. carry all leftover luggage to the lost and found.
b. check the safety systems on the conveyor belt.
c. sign out before you leave.

21A.2 Prerequisite to 21A.4 Given dates of the year, locate dates on a current calendar.

21A.3 Prerequisite to 21A.4 Given a date (day, month, date, year) write the date using current punctuation and capitalization.

21A.4. A GUARD must be able to arrive at work and leave on time.

To accomplish this task, the student must be able to tell current time to within 5 minutes of actual time.

To demonstrate the ability to perform this task, the student will refer to the clocks below and tell the time as shown.

TIME AS A MEASURE

Write down the correct times below each clock.

5:50

5:00

3:40

6:22

21A.5 Prerequisite to 21A.6 Given times of the day, be able to write time.

a. 8:00
b. eight o´clock
c. 8 o´clock

21A.6 A GUARD works from eight in the morning (8:00 A.M.) until five at night (5:00 P.M.) with an hour for lunch and records time spent on the job.

To accomplish this task the student will be asked to explain and use correctly the abbreviations A.M. and P.M..

To demonstrate the ability to perform this task, the student will determine that A.M. stands for ante meridiem, meaning before noon, and P.M. stands for post meridiem, or afternoon.

21A.7 A GUARD must be able to make note of the time of day or night when there is an unusual occurance.

To accomplish this task, the student must be able to explain and use correctly such expressions as: quarter to, half past, quarter of, quarter past.

To demonstrate the ability to perform this task, the student will refer to the drawings below and determine the time on the clock faces:

5:50

5:00

21A.8 Prerequisite to 22B.2 Given a list of names and addresses, write items using proper capitalization and punctuation.

22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.2 A GUARD must be able to complete a job application before being hired.

To accomplish this task, the student must be able to complete a sample application form for employment in a legible manner.

To demonstrate the ability to perform this task, the student will complete 4-A legibly and accurately.

22D.1 A GUARD must be able to write notes indicating unusual events occurring on the job or to inform the next shift of duties needing to be performed.

To accomplish this task, the student must be able to write short notes to self or to others which convey information such as appointments, telephone calls received, visitors, etc., which supply necessary data about who, when, where, what, why and how.

To demonstrate the ability to perform this task, the student will write a short note on a separate piece of paper relating the following facts:

There was a minor accident at 7:45 A.M. this morning when a car hit a parked bus. The driver, Helen Hayes, had a slight concussion, but she didn't go to the hospital. She was driving a 1955 Edsel, 4-door, with black racing stripes on a red body. The bus was a charter bus owned by the Ibsen Bus Co. The insurance companies will meet tomorrow. I called the police and they filled out an accident report. The names of 2 witnesses are: Sean O'Casey and Paul Claudel.

22E.1 Prerequisite to 22E.4 Write down the exact words of a short message given orally

22E.2 Prerequisite to 22E.4 Write down the main ideas of a speaker.

22E.3 Prerequisite to 22E.4 Write notes on details or facts given by a speaker.

22E.4 A GUARD must be able to fill out information sheets and take telephone messages.

To accomplish this task, the student must be able to record oral information given by filling out an order form or other standard information sheet.

To demonstrate the ability to perform this task, the student will fill out the form below using the following message (read aloud by the instructor.)

This is Alfred Jorry calling for Arthur Miller. Would you please have him call me between 8:00 and 11:00 tonight about extra security for William Kennedy Dickson at the airport on Sunday. Thank you very much.

25C.1 A GUARD must be able to look up numbers in a telephone book.

To accomplish this task, the student must be able to write the telephone number of a given person or organization using the alphabetical listing section of a telephone directory as reference.

To demonstrate the ability to perform this task, the student will look up the telephone number of a friend and write it here:

_____

26C.1 A GUARD must be able to arrange baggage claim checks by date or airline which transported them.

To accomplish this task, the student must be able to, arrange, order, tabulate or sequence information in a required ranking system.

To demonstrate the ability to perform this task, the student will arrange the list of vocabulary words in 15A.3 in alphabetical order.

4-A

EMPLOYMENT APPLICATION

1. **NAME** (Last) (First) (Middle)

2. **ADDRESS** (Number, Street, City, Zip Code)

3. **TELEPHONES**
Home _____
Business _____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From _____ To _____. **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workmen's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed: 8 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer _____
Address _____
Supervisor's Name & Title _____ Phone _____
Your Title _____
Duties _____

From _____ mo. year
To _____ mo. year
Total _____ years months
Full Time ☐ Part Time ☐
Last Salary _____
Reason for leaving _____

Employer _____
Address _____
Supervisor's Name & Title _____ Phone _____
Your Title _____
Duties _____

From _____ mo. year
To _____ mo. year
Total _____ years months
Full Time ☐ Part Time ☐
Last Salary _____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

A.C.E. COMPETENCY BASED JOB DESCRIPTION 8

OCCUPATIONAL TITLE: MEDICAL ASSISTANT

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: MEDICAL ASSISTANT

D.O.T. CODE: 079.368 (4th Ed: 079.367-010)

A.C.E. NUMBER: 8

CAREER LADDER:

FIRST LEVEL: Medical Assistant
Nurse's Aide

SECOND LEVEL: Occupational Therapy Aide
Medical Technician
X-Ray Technician
Inhalation Therapist
Laboratory Technician

THIRD LEVEL: Registered Nurse

D.O.T.'s GENERAL EDUCATIONAL DEVELOPMENT LEVEL: 4

SITE WHERE THE JOB CAN BE OBSERVED:

Dr. Friedman
931 West San Bruno
San Bruno, CA 94066

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Number of annual jobs in San Mateo County: 51. This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Departmeny job opening activity.

Usual Entrance Requirements: Application form, interview.

JOB DESCRIPTION (DOT): Performs the following duties under the direction of the Physician in examining and treatment of patients: Prepares treatment rooms for examination of patient. Drapes patients with covering and positions instruments and equipment. Hands instruments and materials to Physician as directed. Sterilizes and cleans the instruments. Prepares inventory of supplies to determine items to be replenished. Interviews patients and checks pulse, temperature, blood pressure, weight, and height. May operate equipment and assist in laboratory. May schedule appointments, receive money for bills, and keep X-ray and other medical records.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

MEDICAL ASSISTANT

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a medical assistant.

The right-hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisites to those competencies.

The middle column *states the skills in more general language. The controlled language of this column permits comparison of skills between occupations.

*The items in the middle column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W.; and Smith, A. De W.; Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.1 A MEDICAL ASSISTANT must be able to transfer test results to proper forms.

To accomplish this task, the student, given a series of numbers in numeral form (e.g. 10,20,30), must be able to copy series in handwritten form with 100% accuracy.

To demonstrate the ability to perform this task, the student will accurately copy the following numbers:

a. 7842	c. 54	e. 5924
b. 893	d. 2376	f. 9384

1A.4 A MEDICAL ASSISTANT must be able to take test results over the phone.

To accomplish this task, the student must be able to write a whole number less than 10 million given the word name of the number.

To demonstrate the ability to perform this task, the student will accurately write the numbers in 1A.1 when given orally by the instructor.

1B.1 Prerequisite to 1B.2 Perform addition of whole numbers given instructions such as:

What is the total of 8 and 5? 8 + 5 = _____.
8 plus 5 _____.
Find the sum of 8 and 5.
Add 8 and 5.

$$\begin{array}{r} 8 \\ +5 \\ \hline \end{array}$$

1B.2 A MEDICAL ASSISTANT must be able to tally test results.

To accomplish this task, the student must be able to find the sum of a set of whole numbers with 1-5 digits including cases where carrying is required.

To demonstrate the ability to perform this task, the student will do five problems similar to 172 + 143 + 96 = 411.

1B.3 Prerequisite to 1B.4 Perform subtraction of whole numbers given instructions such as:

8 minus 5 is____.
Find the difference of 8 and 5.
8 - 5 = ____.
If you had 8 and gave away 5, you would have ____.

$$\begin{array}{r} 8 \\ -\ 5 \end{array}$$

1B.4 A MEDICAL ASSISTANT must be able to account for the number of supplies used on a shift.

To accomplish this task, the student must be able to find the difference of two 1-5 digit numbers including cases where borrowing is required.

To demonstrate the ability to perform this task, the student will do five problems similar to 1784 - 1297 = 487.

1C.1 Prerequisite to 1C.3 Perform multiplication of whole numbers given instructions such as:

6 times 2 is ____.
Three twos are ____.
The product of 6 and 2 is ____.

$$6 \times 2 = ____.$$

$$\begin{array}{r} 6 \\ \times\ 2 \end{array}$$

1C.3 A MEDICAL ASSISTANT must be able to accurately measure out blood samples drawn from patients, taking into account variances in units.

To accomplish this task, the student must be able to divide simple whole numbers (with no remainder).

To demonstrate the ability to perform this task, the student will determine that if he draws 80 units of blood from a patient, and if there are 20 units in 1 cc, then a total of 4 cc's of blood were drawn.

3A.1 Prerequisite to 3A.2 Read a given 1-4 place decimal fraction and write its name in words.

3A.2 A MEDICAL ASSISTANT must be able to write fractions on forms after they are related verbally.

To accomplish this task, the student must be able to write a 1-4 place decimal fraction given the word name of the number.

To demonstrate the ability to perform this task, the student will write five four-digit decimal figures similar to 19.76.

3B.1 Prerequisite to 3E.3 Calculate the sum of a set of decimal fractions.

3B.2 Prerequisite to 3E.4 Calculate the difference of two decimal fractions.

3D.1 A MEDICAL ASSISTANT must be able to round off decimal fractions when using an apparatus which measures breath capacities fractionally.

To accomplish this task, the student must be able to round off a decimal fraction to the nearest tenth, hundreth, thousandth, or ten thousandth.

To demonstrate the ability to perform this task, the student will round off 12.94 to 12.9 and 12.96 to 13.0.

3E.1 Prerequisite to 3E.3 Read a given value less than $10,000,000.00 and write its name in words.

3E.2 Prerequisite to 3E.3 Write a value of less than $10,000.00 given the word name of the amount.

3E.3 A MEDICAL ASSISTANT must be able to bill patients.

To accomplish this task, the student must be able to add columns of dollar and cent values including amounts from $ .01 to $9,999.99.

To demonstrate the ability to perform this task, the student will add a column of eight dollar amounts varying from $5.00 to $500.00 such as:

$ 12.98
$ 5.50
$ 27.32
$147.38
$499.97
$ 17.80
$ 5.10
+ $ 72.30
$788.35

3E.4 A MEDICAL ASSISTANT must be able to bill patients.

To accomplish this task, the student must be able to subtract one amount of money from another with values up $10,000.00.

To demonstrate the ability to perform this task, the student will determine that $236.71 - $114.96 = $121.75.

5A.4 Prerequisite to 9E.4 Use standard tables to convert:

a. a fraction to a percent.
b. a percent to a fraction.

6C.5 A MEDICAL ASSISTANT must be able to estimate the amount of blood taken for tests.

To accomplish this task, the student must be able to estimate the liquid contents or capacity of common containers within 50% of the actual content or capacity.

To demonstrate the ability to perform this task, the student will examine three differently shaped containers and estimate the amount of water they hold.

6D.1 Prerequisite to 8A.4 Add and subtract units of liquid measure including cases where re-grouping is required.

6D.2 Prerequisite to 9E.4 Measure liquid content or capacity of a container to within 1 unit of the scale on the measuring instrument.

6E.1 A MEDICAL ASSISTANT must be able to keep weight charts.

To accomplish this task, the student must be able to add and subtract weight measures including cases where borrowing is required.

To demonstrate the ability to perform this task, the student will determine that 1 pound, 3 ounces + 117 pounds, 8 ounces = 118 pounds, 11 ounces and 117 pounds, 8 ounces - 1 pound, 3 ounces = 116 pounds, 5 ounces.

6E.2 A MEDICAL ASSISTANT must be able to weigh and record weight of patients.

To accomplish this task, the student must be able to weigh common objects on balance or spring scales, correct within one unit of the scale readings.

To demonstrate the ability to perform this task, the student will weigh two people and record the weights on a piece of paper.

6F.1 A MEDICAL ASSISTANT must be able to keep growth charts.

To accomplish this task, the student must be able to add and subtract units of distance including cases where borrowing is required.

To demonstrate the ability to perform this task, the student will determine that 6 feet, 4 inches + 13 inches = 7 feet, 5 inches and 6 feet, 4 inches - 13 inches = 5 feet, 3 inches.

6F.2 A MEDICAL ASSISTANT must be able to measure and record heights of patients.

To accomplish this task, the student must be able to measure a given distance or one dimension of an object with a ruler or tape measure, correct within one unit of the scale reading.

To demonstrate the ability to perform this task, the student will measure five objects in the room and record the correct measurements.

6G.1 Prerequisite to 3E.4 Add and subtract 12-hour clock times including cases where borrowing is required.

6G.2 A MEDICAL ASSISTANT must be able to do blood sedimentation tests.

To accomplish this task, the student must be able to measure the actual duration of time expended to perform routine functions, correct within 5% of actual duration.

To demonstrate the ability to perform this task, the student will keep an exact written record of the time spent at ACE for three appointments.

8A.1 Prerequisite to 8A.4 Identify a number obtained by counting as an exact number and a number obtained by measuring as an approximate number.

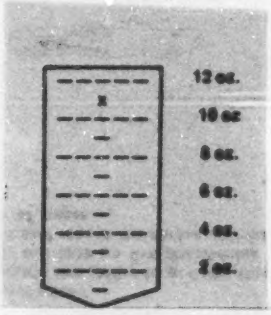
8A.2 Prerequisite to 8A.4 Round off a number (including mixed numbers) to a given unit of precision.

8A.3 Prerequisite to 8A.4 Identify a series of consecutive whole numbers or multiples of whole numbers with or without equal subdivisions between numbers on a measuring device, as a graduated scale.

8A.4 A MEDICAL ASSISTANT must be able to measure differences between amounts of fluids.

To accomplish this task, the student must be able to write the size of the interval between:

a. numerals on a graduated scale.
b. subdivisions on a graduated scale.



To demonstrate the ability to perform this task, the student will read the amount indicated by the "x," to be 11 oz.

8A.5 Prerequisite to 9E.4 Write the measurement indicated on a sketch of a graduated scale.

9E.4 A MEDICAL ASSISTANT must be able to measure fluids such as blood and urine.

To accomplish this task, the student must be able to measure content or capacity of a container to within one unit of the scale of the measuring instrument.

To demonstrate the ability to perform this task, the student will read a graduated metric scale.

13A.1 Prerequisite to 26C.1 Given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.

13A.2 Prerequisite to 26C.1 Given the letters of the alphabet in manuscript form and random order, read each letter correctly in the proper alphabetical order.

15.A1 Prerequisite to 15A.3 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 Prerequisite to 15A.3 Read words from the labels of frequently used products or of products used in a given occupation.

15A.3 A MEDICAL ASSISTANT must be able to converse with doctors and nurses.

To accomplish this task, the student must be able to read and use words common to the vocabulary of a given occupation.

To demonstrate the ability to perform this task, the student will match the following words with the phrases below with 90% accuracy:

A. metric	1. system of measurement based on the meter (1 meter = 39.37 inches)
B. therapy	2. slender tube inserted into a body passage for passing fluids, especially for draining urine from bladder
C. x-ray	3. to force a fluid into some part of the body by means of a syringe
D. inhalation	4. matter that settles to bottom of a liquid, separated by means of some centrifugal apparatus
E. catheter	5. of preparing and dispensing drugs and machines
F. injection	6. can take pictures of solid substances and is used to study bones, organs, etc. inside the body and to diagnose and treat certain disorders
G. chemotherapy	7. to breathe medical vapors into lungs
H. weight	8. the treatment of infection or disease by doses of chemical drugs
I. blood sedimentation	9. the treatment of disease or of physical or mental disorder by medical or physical means.
J. graduated scale	10. any unit of heaviness
K. pharmaceutical	11. the marks on a container for measuring contents

KEY: A-1, B-9, C-6, D-7, E-2, F-3, G-8, H-10, I-4, J-11, K-5.

16A.1 Prerequisite to 22B.2 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

16A.2 Prerequisite to 22B.2 Interpret terminology and abbreviations frequently found in forms.

16B.1 Prerequisite to 16B.3 Describe the uses of charts and tables and define them as a visual way to give information in a compact and organized form.

16B.3 A MEDICAL ASSISTANT must be able to furnish the doctor with information from a patient's chart.

To accomplish this task, the student must be able to answer factual questions based on the data supplied when given common reference tables and charts such as organization charts, parts charts, reference tables, including charts and tables designed in matrix form (rows and columns).

To demonstrate the ability to perform this task, the student will read 8-B and determine that 85010 reads count, blood, complete.

17A.7 Prerequisite to 19A.15 Do an exercise that requires recall of given instructions or information.

17A.13 Prerequisite to 19A.15 Given a set of written instructions involving activities to be performed by a number of people, and the particular role, prepare a list and sequence of activities to be performed.

19A.15 A MEDICAL ASSISTANT must be able to perform specific tasks for the doctor.

To accomplish this task, the student must be able to perform a series of two or three activities which require recall of oral instructions. (The activities to be within the abilities of the student-recall is the item to be demonstrated.)

To demonstrate the ability to perform this task, the student will listen to the following and then perform the tasks:

Make a tag by soliciting and writing on a piece of paper the following information:

Instructor's name, sex, and height.

20A.1 Prerequisite to 26D.1 Given the letters of the alphabet in manuscript form and random order, write or print the letters in correct order.

21A.2 Prerequisite to 23B.3 Given dates of the year, locate dates on a current calendar.

21A.3 Prerequisite to 23B.3 Given a date (day, month, date, year) write the data using correct punctuation and capitalization.

21A.8 Prerequisite to 23B.4 Given a list of names and addresses, write items using proper capitalization and punctuation.

22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.2 A MEDICAL ASSISTANT must be able to fill out a job application prior to employment.

To accomplish this task, the student must be able to complete a sample application form for employment in a legible manner.

To demonstrate the ability to perform this task, the student will fill out 8-C in a legible manner.

22C.9 Prerequisite to 23B.3 Capitalize names of people, proper names of places and things, titles of honor and respect, initials, days of the week and months of the year, holidays, and the titles of books in given sentences which contain uncapitalized words.

22C.11 Prerequisite to 23B.3 Use end of sentence punctuation properly in a given set of sentences including different sentence types.

22C.13 Prerequisite to 23B.3 Use the apostrophe correctly in possessives and contractions.

22C.14 Prerequisite to 23B.4 Use commas correctly in dates and addresses.

22C.25 Prerequisite to 23B.3 Select and use the correct form of verbs in sentences given the infinitive of the verb.

22C.26 Prerequisite to 23B.3 Select and use personal pronouns correctly in subject and object form.

23B.3 A MEDICAL ASSISTANT must be able to write business letters for the doctor or pharmaceutical companies.

To accomplish this task, the student must be able to compose business letters in proper form, using good sentence and paragraph structure, logical sequence, proper punctuation and spelling from information supplied.

To demonstrate the ability to perform this task, the student will write a letter in good form to accompany a patient's record which is to be forwarded to another doctor. Names and addresses of doctors should be provided by the instructor.

23B.4 A MEDICAL ASSISTANT must be able to send letters and bills.

To accomplish this task, the student must be able to address an envelope showing sender's name and address, including postal code in correct format, and punctuate it correctly.

To demonstrate the ability to perform this task, the student will prepare an envelope in good form to use with the letter in 23B.3, as per 8-A.

25C.1 A MEDICAL ASSISTANT must be able to use the telephone directory to ascertain the phone numbers of certain pharmacies.

To accomplish this task, the student must be able to write the telephone number of a given person or organization using the alphabetical listing section of a telephone directory as reference.

List the steps in using the telephone to:

a. get the time of day;
b. get a number of a person or organization for a local or long-distance call;
c. make a person-to-person long-disance call;
d. make a station-to-station long-distance call through the operator;
e. make a collect call;
f. make direct distance dial calls to locations with the same and different area codes;
g. report that a telephone is not operating properly;
h. report an incorrectly dialed direct distance dial call.

To demonstrate the ability to perform this task, the student will look up five pharmacies in the phone book and record the names and numbers on a piece of paper.

26A.1 Prerequisite to 26C.1 Sort data by given classification criteria. (e.g.,alphabetical order.)

N.B.: The data can be in the forms of lists, numbers, words or on forms such as issue and receipt vouchers.

26D.1 A MEDICAL ASSISTANT must be able to set up lists of sedimentation rates for patients, dates and types of blood tests done for patients, and organize files of patients.

To accomplish this task, the student must be able to arrange, order, tabulate or sequence information in a required ranking order.

To demonstrate the ability to perform this task, the student will arrange the following data into two logical sequences:

Miller, M.	CBC, Glucose Tolerance
Ionesco, R.	WBC, CBC, Sed. rate
O'Neill, E.	Glucose Tolerance, XBC
Ibsen, H.	CBC, Hemaglobin, Sed. rate
Shaw, G.B.	CBC, Sed. rate, XBC
Shaw, Irwin	CBC, Sed. rate, XBS

8A

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Mr. Austin Sellery
San Mateo Union High School
E. Bellevue & N. Delaware Streets
San Mateo, California 94401

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8B

DATE

GROUP NO	DOCTOR	ACCOUNT NO	FAMILY MEMBER	PATIENT NAME
13				

INSURANCE/ACCOUNT NAME | TYPE OF VISIT | TYPE OF SERVICE CODE: RVS W P M

	SERVICE CODE	MOD	CHARGES
46600 Anoscopy			
96030 Chemotherapy			
90420 Consultation Comprehensive			
90610 Consultation Extensive			
99040 Detention			
69200 Ear Curettage			
93000 EKG			
93040 EKG, Rhythm			
93020 EKG, Exercise Tolerance			
90618 Emergency Room, New Patient			
90560 Emergency Room, Est. Patient			
90015 Exam., Special			
90021 Exam., School			
90020 Hist. & Phys. Complete			
90160 Home Visit			
90220 Hosp. Admit Exam.			
90215 Hosp. Readmit Exam			
90250 Hospital Visit			
90260 Hosp. Visit Intermediate			
90700 Immunization			
90705 Injection			
.9048 Injection Antibiotic			
.9611 Injection B12			
.9048 Injection Hormone			
.9521 Injection Mersalyydrin			
.9047 Injection Sterlad			
90360 Nursing Home Visit			
90040 Office Visit, Brief			
90010 Office Visit, Initial			
90080 Office Visit, Int. Med.			
90080 Office Visit, Interm.			
90070 Office Visit, Prolonged			
20550 Injection, Tendon			
20610 Puncture Burso			
90080 Re-Exam, Annual			
45300 Sigmoidoscopy			
45305 Sigmoidoscopy W. Biopsy			
45310 Sigmoidoscopy, Polyp Removal			
99080 Special Report			
.9078 Total Charges			
LABORATORY			
85010 Count, Blood, Complete			
85040 Count, Differential			
85030 Count, White Cell			
87080 Culture, Throat			
87088 Culture, Urine			
85000 Hematocrit			
85018 Hemoglobin			
85300 Heterophile			
88150 Pap Smear			
86360 RA Test			
85650 Sedimentation Rate			
86400 Serology			
82270 Stool, Occult Blood			
84330 Sugar			
.8762 Sugar, 2-Hour			
84450 SGOT			
84460 SGPT			
84550 Uric Acid			
81000 Urinalysis			
83420 PBI			
83440 T3			
83450 T4			
82465 Cholesterol			
84479 Triglycerides			
84295 Sodium			
84140 Potassium			
82435 Chlorides			
82830 Carbon Dioxide			
99000 Laboratory Service			
80013 Serum 17 Chemical Group			
.8403 Biochemical Lab			
.8408 Camino Med Lab			
08474 Lancet Lab			
80004 Panel Profile 4 Tests			
X-RAY			
71020 X-Ray Chest, PA & Lateral			
73030 X-Ray Shoulder			
73610 X-Ray Ankle			
73080 X-Ray Elbow			
.9466 Materials			
MODIFIERS			
10 night call 10 pm to 8 am			
12 night call 6 pm to 10 pm			
14 Sunday or Holiday			
16 Serv. rendered unsatisfac.			
20 ER services from outside hosp.			
32 reduced values			
90 reference outside lab			
DIAGNOSIS			
TODAY'S CHARGES			
PAYMENT	0001	7	
	0006	8	

DIAGNOSIS

DAY APPOINTMENT

MEDICARE NO.

CASH [ ] $

CHECK [ ] $

DATE

OFFICIAL RECEIPT

5

53

8-C

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home ____ Business ____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workmen's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 **EDUCATIONAL RECORD**

Circle Highest Grade Completed: 6 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. **EMPLOYMENT INFORMATION** (Begin with your present employment and work back. Account for all time during the part ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____
Reason for leaving ____

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____

14. **PERSONAL REFERENCES - GIVE THREE** (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER